



# Billing

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# Introduction

- This part is suitable for almost all industries and for those who wish to learn how to use *UBS:one Billing*.
- It is specially designed for *UBS:one Billing* and it serves as standardised training material for the subject.
- **Pre-requisites:** trainees should have learnt *UBS Accounting*

# Chapter 1: General Maintenance

Guideline on installation, general settings and maintenances of the items to be used in the system, e.g. installation, company setting, accounts setting, code maintenance, etc.

## 1.1) Setting

Maintain company profile and set accounting period. Basically user will maintain company profile, and set accounting period in the early stage.

### Steps

1. Go to ***Housekeeping → Run Setup → General Setup → Company Profile***
2. Enter company details accordingly to the respective text boxes.
3. Set accounting period for the company:

**Note:** Period = Accounting Month

## Linking to UBS Accounting

User can link their UBS Billing with UBS Accounting for customer details sharing and to billing transaction posting.

### Steps

1. Go to ***Housekeeping → Run Setup → General Setup → Account No***
2. Go to ***Sub-dir customer, vendor & chart of A/C***, browse the accounting directory and locate accounting directory path.

## 1.2) Customer/Supplier Maintenance

1. If user is linking their UBS Billing with UBS Accounting, profile that already maintained in UBS Accounting will be displayed in this maintenance.
2. Nevertheless, user still can add / delete / modify **Customer/Supplier profile**.

### Steps

1. Go to **Maintenance** → **Customer Maintenance** → **Customer File Maintenance** / **Supplier Maintenance** → **Supplier File Maintenance**
2. Click **Add** and maintain the personal account number, and their details.

## 1.3) Code Maintenance

There are 3 levels of product classification, known as Category, Group and Item.

### Category

Category is being used to represent the FIRST-LEVEL of grouping

### Steps

1. Go to **Maintenance** → **Miscellaneous Files** → **Category Maintenance**
2. Click **Add**; enter the relevant details of category.

## Group

Group is used as SECOND-LEVEL of grouping, and different ledger account can be assigned for each group; besides, user is able to maintain Grade Description under this group maintenance.

## Steps

1. Go to **Maintenance → Miscellaneous Files → Group Maintenance**
2. Click **Add**, and others enter the relevant details of group.

## Item Maintenance

Item Maintenance is used to represent various stock items.

## Steps

1. Go to **Maintenance → Item Maintenance → Item File Maintenance**
2. Click **Add**, following by enter the relevant details of item.

Item Maintenance - Item File Maintenance

Enter Item No.

Item Description

Alternate Item No.

Universal Item No.

Click here to load photo

Category

Item Group

Supplier No.

Shelf No.

Unit Of Measurement

Unit Cost Price

Unit Selling Price

Mark Up Ratio

2nd Unit

2nd Unit Factor

Qty B/F

Minimum

Maximum

Reorder

Length

Width

Thickness

Weight/Length

Price/Weight

Credit Sales Code

Cash Sales Code

Sales Return Code

Purchase Code

Purchase Return Code

☐ Remark

☐ More Info.

Top Prev Next Bottom Search Add Save Delete Exit

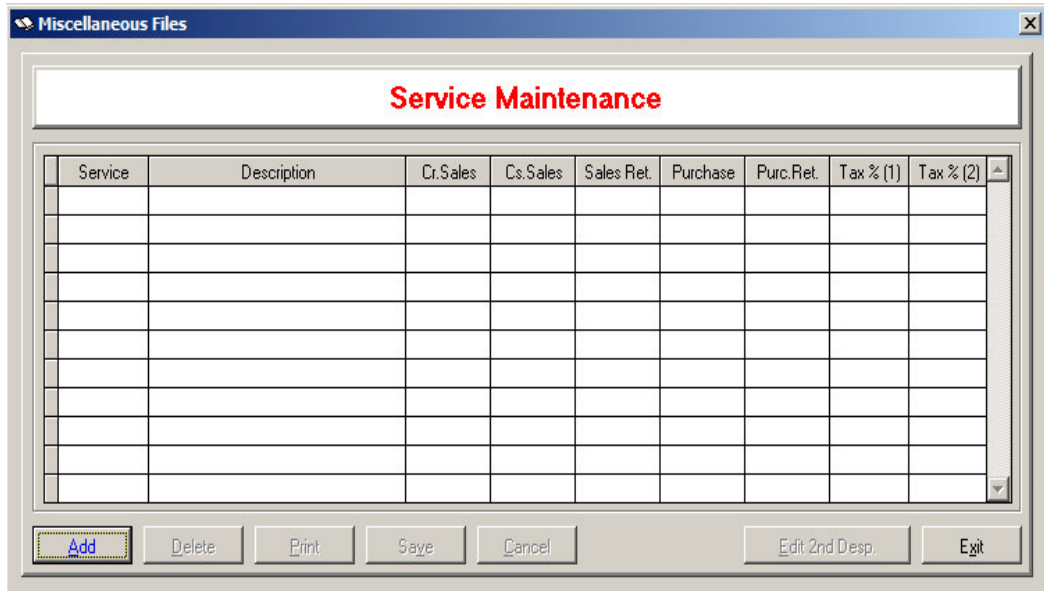
Maintain Item through **Item File Maintenance**

## 1.4) Services Maintenance

1. Service item is not a stock item and it has NO stock balance.
2. For example: transportation charges, delivery charges, repairs, upgrading, installation, etc

### Steps

1. Go to **Maintenance → Miscellaneous → Service Maintenance**
2. Click **Add**, following by enter the relevant details of services.



Service	Description	Cr.Sales	Cs.Sales	Sales Ret.	Purchase	Purc.Ret.	Tax % (1)	Tax % (2)

Buttons: Add, Delete, Print, Save, Cancel, Edit 2nd Desp., Exit



## Chapter 2: Transactions

There are various types of bill in UBS Billing which will involve **Sales transaction**; we can categorize them into two groups: Accounting Bills and Non-Accounting Bills. Accounting Bill is bills which involve in movement of stock; while Non-Accounting Bills did not involve any movement of stock.

### Accounting Bills

Delivery Order Invoice Cash Sales Credit Note Debit Note
--

### Non-Accounting Bills

Purchase Order Quotation Sales Order
--

### 2.1) Bill Format

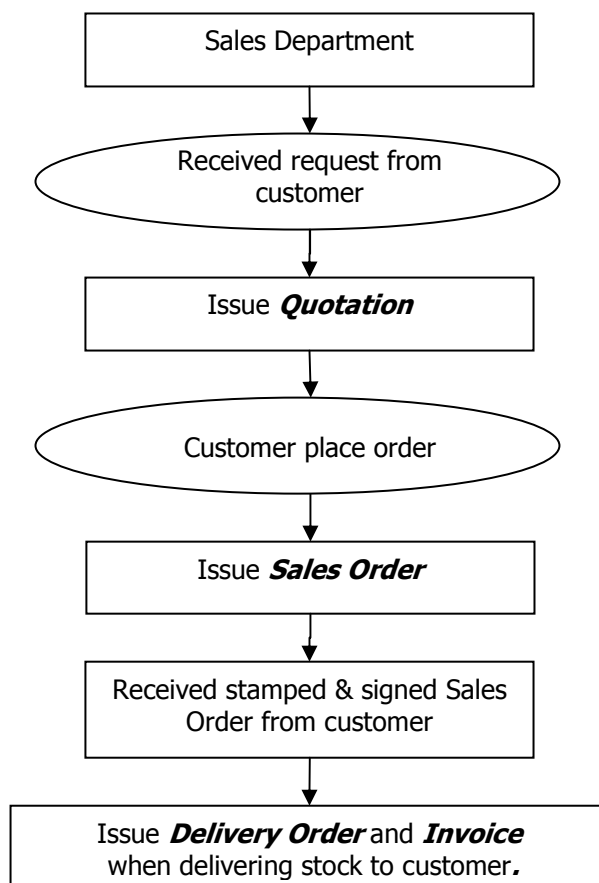
1. In UBS Billing, there are three sections for one bill, which are known as Header, Body and Footer.
2. Different section of the bill will store different information as shown below:

Company Name & Address		}	Header
Supplier/Customer Name	Date: Bill No:		
List of items traded (Quantity, unit price, total price)		}	Body
Discount, Tax, Signature, company stamp			
		}	Footer

**Notes:** In Body section, **Save** button = save each added item  
**Accept** button = save the whole bill

## 2.2) Sales

Kindly refer to the following flow chart as guideline on the *selling* process in UBS Billing:



### Quotation

1. Quotation is issued to customer when he wants to know our product pricing.
2. To adopt this feature, please refer to the following guideline:
  - I) Header: Customer Code, Name, etc.
  - II) Body: Item No., Description, Quantity, Price, etc.
  - III) Footer (optional): Total Discount, Tax, etc.

### Steps

1. Go to **Transactions** → **Non-Accounting Bill** → **Quotation**, click **Add**, select **Customer Code**, press **Enter**, and insert information accordingly.
2. Press **Accept** → click **down arrow key** to select item → insert quantity and relevant information.
3. Press **Save**. Continue to insert next item.
4. User may insert discount by pressing the **Footer**.
5. Once all items are inserted, click **Accept** to save the whole bill.

## Sales Order

1. Sales Order is issued when customer wants to make new purchasing from us.
2. To adopt this feature, please refer to the following guideline:
  - I) Header: Customer Code, Name, etc.
  - II) Alternatively user can update the bill from Quotation that was created previously.
  - III) Body: Item No., Description, Location, Quantity, Price, etc.
  - IV) Footer (optional): Total Discount, Tax, etc.

## Steps

1. Go to **Transactions→ Non-Accounting Bill →Sales Order**, click **Add**, select **Customer Code**, press **Enter**, and insert information accordingly.
2. Alternatively user can use the feature Update from Quotation.
3. Press **Accept** → click **down arrow key** to select item → insert quantity and relevant information, Press **Save**. Continue to insert next item. User may insert discount by pressing the **Footer**.
4. Once all items are inserted, click **Accept** to save the whole bill.

## Delivery Order

1. Delivery order is issued when we deliver stock to customer and it served as a proof of stock delivered and received.
2. This bill includes the quantity of stock but exclude any pricing
3. To adopt this feature, please refer to the following guideline:
  - I) Header: Customer Code, Name, etc.
  - II) Alternatively user can update the bill from Sales Order that being created previously.
  - III) Body: Item No., Description, Location, Quantity, Price, etc.
  - IV) Footer (optional): Total Discount, Tax, etc.

## Steps

1. Go to **Transactions→Delivery Order**, click **Add**, select **Customer Code**, press **Enter**, and insert information accordingly.
2. Alternatively user can use the feature Update from Sales Order.
3. Click **Accept** → click **down arrow key** to select item → insert quantity and relevant information, click **Save**. Continue to insert next item.
4. User may insert discount by pressing the **Footer**.
5. Once all items are inserted, click **Accept** to save the whole bill.

## Invoice

1. Invoice is issued when we deliver stock to our customer, which clearly stated the quantity and pricing.
2. To adopt this feature, please refer to the following guideline:
  - I) Header: Customer Code, Name, etc.
  - II) If user already generated Delivery Order, he must update the bill from Delivery Order.
  - III) Body: Item No., Description, Location, Quantity, Price, etc.
  - IV) Footer (optional): Total Discount, Tax, etc.

## Steps

1. Go to **Transaction → Invoice**, click **Add**, select **Customer Code**, press **Enter**, and insert information accordingly.
2. Alternatively user can use the feature Update from Delivery Order.

Header

**INV 00000001 - UBS CORPORATION SDN BHD - 3000/U01 - 10/01/2008**

Item No.	SW-UBS-BILL-001			On Hand	0	
Description	UBS Billing System			Quantity	1	
Remark 1				Price	0.00	
Remark 2				Amount	0.00	
Remark 3						
Remark 4						
Unit Of Measure		1.00000	1.00000	Why Free?		
Cost	0.00	<----- Last 3 (Prices , % Discount) ----->		Inv/Do		
Selling	0.00	/ /	0.00	GL A/C	/	
	0.00	/ /	0.00			
	0.00	/ /	0.00			

Item	Description	Qty	Price	Amount

0.00

Body

- Press **Accept** → click **down arrow key** to select item → insert quantity and relevant information, Press **Save**. Continue to insert next item.
- User may insert discount by pressing the **Footer**.
- Once all items are inserted, click **Accept** to save the whole bill.

## 2.3) Purchase Order

1. Purchase order is issued to supplier when we want to make new purchasing from supplier.
2. To adopt this feature, please refer to the following guideline:
  - I) Header: consists of Supplier Code, Name, etc.
  - II) Body: Item No., Description, Location, Quantity, Price, etc.
  - III) Footer: Total Discount, Tax, etc.

### Steps

1. Go to **Transactions → Non-Accounting Bill → Purchase Order**, click **Add**, select **Supplier Code**, press **Enter**, and insert information accordingly.
2. Press **Accept** → click **down arrow key** to select item → insert quantity and relevant information, Press **Save**. Continue to insert next item.
3. User may insert discount by pressing the **Footer**.
4. Once all items are inserted, click **Accept** to save the whole bill.

## Chapter 3: Reports

### 3.1) Print Bills

Allow you to print multiple bills; where you can select the Reference No to print

- **Quotation**

Go to **Print Bills→More Bills→Quotation** Select **Period, Reference No.** (optional) → click **OK** → **Preview** → **Print**

- **Sales Order**

Go to **Print Bills→More Bills →Sales Order** Select **Period, Reference No.** (optional) → click **OK** → **Preview** → **Print**

- **Delivery Order**

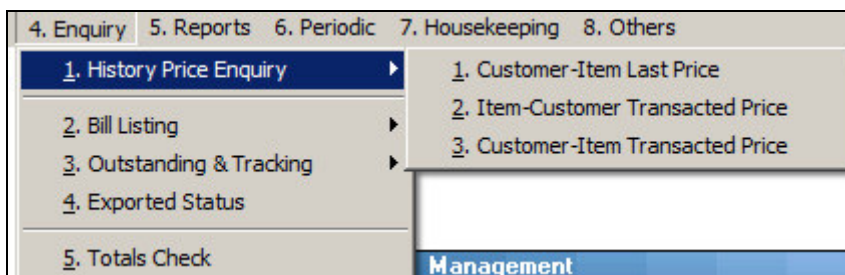
Go to **Print Bills → Delivery Order** Select **Period, Reference No.** (optional) → click **OK** → **Preview** → **Print**

- **Invoice**

Go to **Print Bills→Invoice** Select **Period, Reference No.** (optional) → click **OK** → **Preview** → **Print**

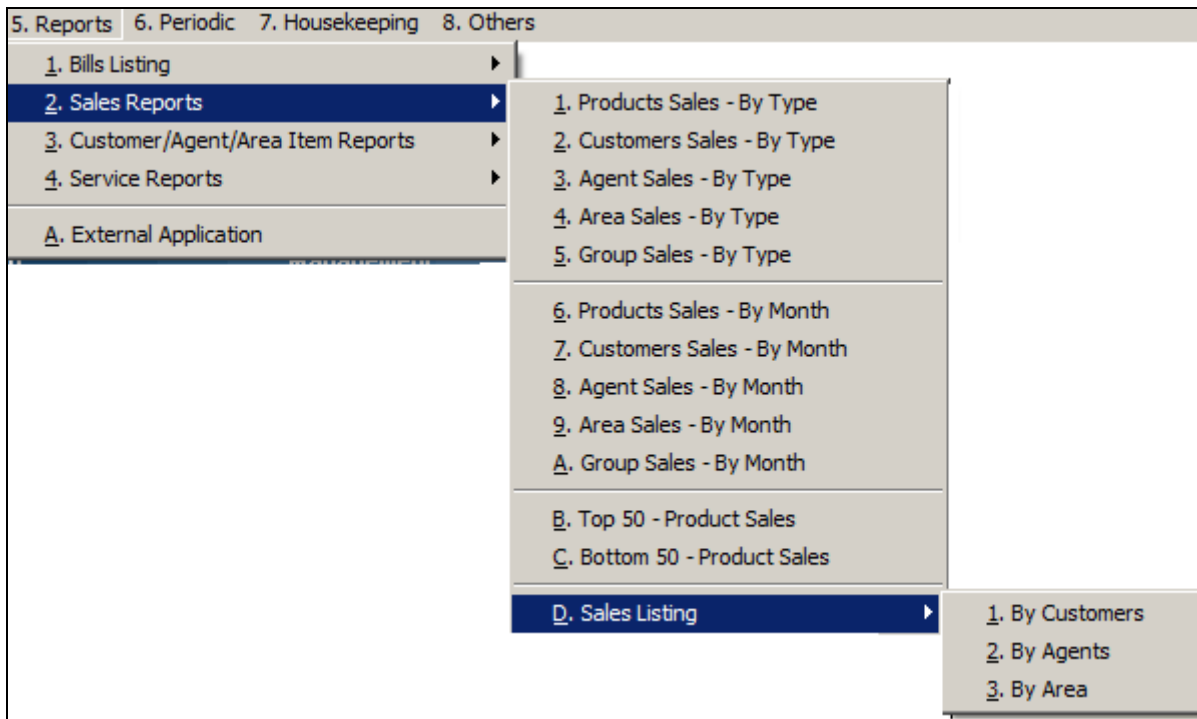
### 3.2) Enquiry

Allow to checking customer history price / outstanding & tracking bills and etc.

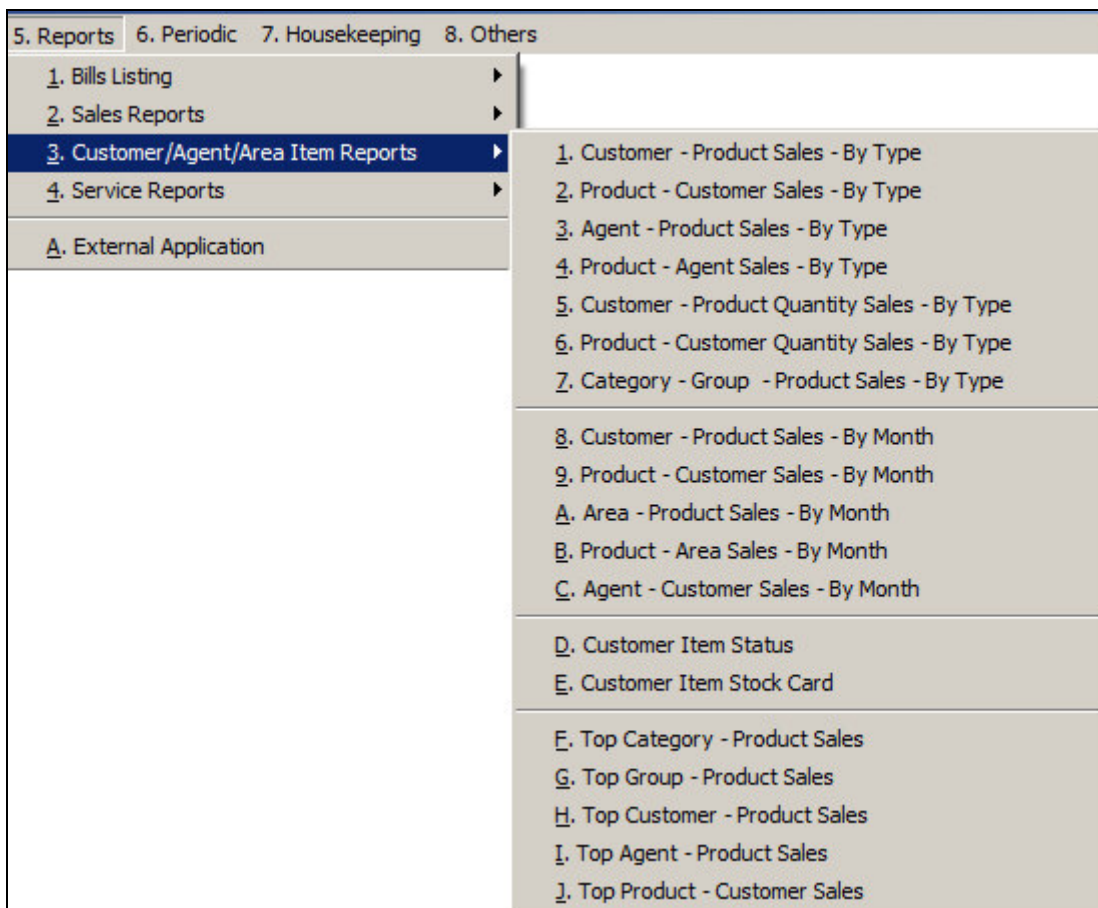


### 3.3) Sales Report

Allow to preview/print report by type or by month.



#### **Reports → Customer/Agent/Area Item Reports**





## Chapter 4: Others

### 4.1) Debit Note

- **Debit Note**

1. Issued to customer, indicating *amount owed by customer*.
2. To be treated as additional document to an invoice issued previously. (This is because the invoice has been undercharged.)
3. To adopt this feature, please refer to the following guideline:
  - I) Header: Customer Code, Name, etc.
  - II) Body: Item No., Description, Location, Quantity, Price, etc.
  - III) Footer (optional): Total Discount, Tax, etc.

#### Steps

1. Go to **2 → 5**, click **Add**, select **Customer Code**, press **Enter**, and insert information accordingly.
2. Press **Accept** → click **down arrow key** to select item → insert quantity and relevant information.
3. Press **Save**. Continue to insert next item.
4. User may insert discount by pressing the **Footer**.
5. Once all items are inserted, click **Accept** to save the whole bill.

### 4.2) Credit Note

- **Credit Note**

1. Issued to customer when he returns stock.
2. To be treated as additional document to an invoice previously issued. (Usually because of the stock has been overcharged or when customer returned stock to us.)
3. To adopt this feature, please refer to the following guideline:
  - I) Header: Customer Code, Name, etc.
  - II) Body: Item No., Description, Location, Quantity, Price, etc.
  - III) Footer (optional): Total Discount, Tax, etc.

#### Steps

1. Go to **Transactions → Credit Note**, click **Add**, select **Customer Code**, press **Enter**, and insert information accordingly.
2. Press **Accept** → click **down arrow key** to select item → insert quantity and relevant information.
3. Press **Save**. Continue to insert next item.
4. User may insert discount by pressing the **Footer**.
5. Once all items are inserted, click **Accept** to save the whole bill.

### 4.3) Cash Sale

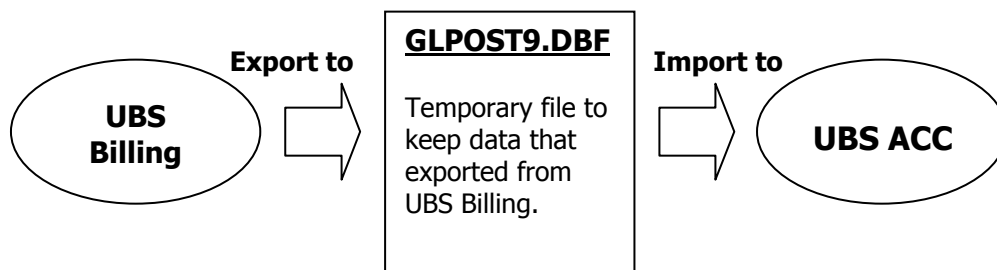
1. Cash sale is issued when customer purchase stock by cash.
2. Payment can be made either by cash, cheque, credit card or any combination of payment modes.
3. This bill is considered an accounting bill as this bill involve in the movement of stock; where reduces of stock from our storage.
4. To adopt this feature, please refer to the following guideline:
  - I) Header: Customer Code, Name, etc.
  - II) Body: Item No., Description, Location, Quantity, Price, etc.
  - III) Footer (optional): Total Discount, Tax, etc.

### Steps

1. Go to **Transaction → Cash Sale**, click **Add**, select **Customer Code** (usually 9999/999), press **Enter**, and insert information accordingly.
2. Press **Accept** → click **down arrow key** to select item → insert quantity and relevant information, Press **Save**. Continue to insert next item.
3. User may insert discount by pressing the **Footer**.
4. Once all items are inserted, click **Accept** to save the whole bill.

### 4.4) Post to Daccount

1. Enable user to do posting to UBS Accounting system according to the setting of GL Account codes.
2. The flow of posting is illustrated as below:



3. To adopt this feature, please refer to the following guideline:
  - I) In UBS Accounting, user has to generate GL Account, Supplier / Customer's personal account and batches.
  - II) In UBS Billing, user has to do linking setting by assigning the UBS Accounting directory path, and assign GL Account accordingly.
  - III) UBS Billing exports transactions to a temporary file. By default, the system will keep the temporary file on your hard disk, if you wish to export it into a floppy diskette, just define the path accordingly.
  - IV) The exported file then can be imported into UBS Accounting Once the import is done, the accounting entries are completed.

- V) After exported, the status of transaction bills in UBS Billing will be marked as "Exported". An exported bill shall allow no further modifications.

## Steps

1. In UBS Accounting, user has to create GL Accounts, debtors ledger, creditors ledger and batches.
2. In UBS Billing, go to **Housekeeping → Run Setup → General Setup**, go to **Account No** search for **Sub-dir for customer, vendor & chart of A/C**, assign correct Accounting directory path, there after user has to assign GL account number for the related ledger account.
3. Go to **Periodic → Post To Daccount**
4. User can select the bill(s) he would like to post to UBS Accounting by putting a remark to the option box.
5. Select period to export and **PREVIEW** before click on **Export**; once confirmed with the transactions to be maintained, user can click on **Export**.
6. Put a remark on **List Exported Transactions** click **Import Into Daccount**, following by select **Period to Import** and finally click on **OK**.

### Note:

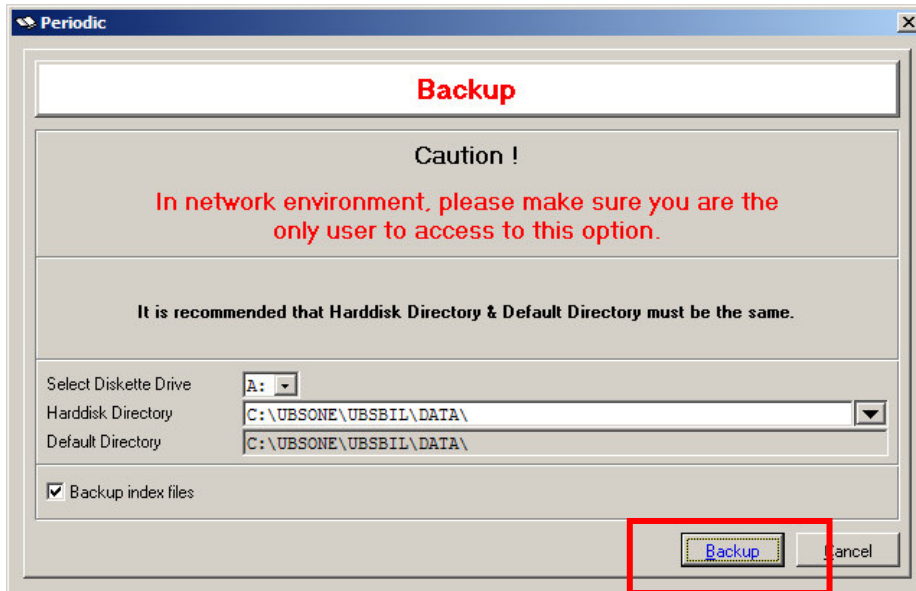
1. In case of modification is needed; you have to change the status of the exported bill to "Not Exported".
2. If user found there is (\*) next to the transaction during preview; it means the system found error on the transaction, user has to check the particular transaction thoroughly, e.g. GL account code

## 4.5) Backup and Restore

1. **Backup** is to make another copy of the data on another directory or devices, while **Restore** is to put the copy of the data to the system.
2. We can backup and restore data into / from diskette (**A:\**), Hard disk (**C:\**) or other storage devices (thumb drive, CD, etc)

**Backup** (for example into Thumb drive - J :\)

1. Plug in thumb drive
2. Go to **Periodic** → **Backup**
3. Under **Select Diskette Drive**, select J:\
4. Click **Backup**

**Restore** (for example from Thumb drive - J :\)

1. Plug in thumb drive
2. Go to **Periodic** → **Restore**
3. Under **Select Diskette Drive**, select J:\
4. Click **Restore**

